

**NATIONAL BOARD FOR CERTIFICATION IN OCCUPATIONAL THERAPY, INC.
VERIFICATION OF CERTIFICATION REQUEST FORM**

To request a notice your NCOT certification to be sent to a state regulatory board or any other agency, please complete this form. There is a \$20.00 fee for EACH verification notice. NBCOT will accept a personal check, money order or VISA/MASTERCARD (See Below). Please allow 3-4 weeks for your request to be processed and mailed. Verification fees are non-refundable.

.DO NOT SUBMIT THIS FORM IF YOU HAVE NOT YET TAKEN THE CERTIFICATION EXAMINATION.

Requests submitted without the required fee will be returned. There is a \$30.00 for any returned check. If paying by credit card you may fax this form to 301-869-8492, or, you may send payment and completed form to the following address:

NBCOT Inc.
P.O.Box 64971
Baltimore, MD 21264-4971

Name (Please Print)*

Certification Number and Level
Occupational Therapist Registered OTR or
Certified Occupational Therapy Assistant COTA

Home Address - new? (circle one) YES or NO

Home Phone Number

City, State, Zip

Daytime Phone Number (Very Important)

Social Security Number

State Board(s)/Agency where
Verification Letter(s) to be sent

Date of Birth

* If your name is different from which our certification records reflect, and you want the verification notice processed in the new name, NBCOT needs an original certified copy or a notarized photocopy (i.e., copy the original document and have the copy notarized) of a legal document (i.e., marriage license, divorce decree, or court order) reflecting the name change, attached to this request. If you have any questions, please contact our office at (301) 990-7979 x3131, or you may contact us via e-mail at changes@nbcot.org.

____ Visa ____ Mastercard ____ Check/Money Order \$_____ Amount of Charge _____ Order Date

Credit Card Number: _____

Expiration Date: ____ / ____ Signature: _____
(month)(year) Required for charge card requests

Revised March 3, 1998

800 S. Frederick Avenue, Suite 200 * Gaithersburg, MD 20877-4150
(301) 990-7979 * Fax: (301) 869-8492 * <http://WWW.NBCOT.ORG>